

SCHOOL DISTRICT OF DIXIE COUNTY**JOB DESCRIPTION****PAYROLL SPECIALIST COORDINATOR****QUALIFICATIONS:**

- (1) Bachelor's Degree from accredited, post secondary institution.
- (2) Three (3) years bookkeeping experience, preferably in a Florida school board.
- (3) Basic Accounting and business courses preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of State and Federal rules relating to payroll processing and reporting. Knowledge of local policies and labor contracts relating to salary and leave administration. Ability to develop and monitor schedules for completion of assignments. Ability to use and knowledge of mainframe operations for payroll processing and reporting. Ability to perform analyses to determine technical problems in area of assignment. Ability to communicate to a variety of persons in both oral and written form.

REPORTS TO:

Director of Finance and Business Services

JOB GOAL

To ensure that all payrolls are computed accurately and in a timely manner, and that controls are maintained to ensure compliance with local, State and Federal rules and standards.

SUPERVISES:

District Fiscal Secretary

PERFORMANCE RESPONSIBILITIES:

- (1) Receives, reviews and enters all data necessary for payroll preparation. Coordinates with cost center bookkeepers the on-line payroll leave and substitute system. Provides training as necessary.
- (2) Reviews payroll information submitted from cost centers for accuracy.
- (3) Reconciles, pays and maintains files for retirement system.
- (4) Prepares all necessary payroll reports.
- (5) Processes, pre-audits, and prepares all payroll checks.
- (6) Prepares payroll reports in various details and summaries as necessary for accounting records as deemed necessary by Director of Finance and Business Services.
- (7) Updates employee records when changes are required.
- (8) Maintains check registers of all payroll checks issued including contribution and deduction payments as well as retirees insurance payments.
- (9) Maintains files and reconciles to amounts due per insurance companies.

PAYROLL SPECIALIST COORDINATOR (Continued)

- (10) Prepares year-end reports of expenditure and those needed to enter SATSY data for cost report purposes.
- (11) Provides periodic printouts of personnel and expenditure to facilitate and insure proper accounting and to verify accuracy.
- (12) Responsible for Division of Retirement Contributions and Reconciliations.
- (13) Posts general ledger and expenditures ledger after payroll ledger prepared and verifies accuracy of posting.
- (14) Verifies accurate accounting for fund, function, object, cost center, project, and program.
- (15) Enters annual salary schedules and calendars. Responsible for interpreting into payroll systems.
- (16) Prepares year-end reports including w-2 statements and Earnings History report.
- (17) Prepares work experience verifications, leave balance verifications, and documents all deductions authorized by employee.
- (18) Answers employee questions regarding payroll preparation, earnings, deductions, etc.
- (19) Prepares other reports and performs other duties as required from time to time.
- (20) Obtain prior employment verification and follow-up for salary adjustment.
- (21) Responsible for Workers Compensation insurance reimbursement.
- (22) Responsible for changes in employee insurance records.
- (23) Responsible for staff survey data to DOE and other required DOE reports.
- (24) Prepares annual personnel contracts.
- (25) Responsible for monitoring IRS limits on Deferred Comp Plans.
- (26) Monitor and insure compliance with laws and regulations of oversight agencies.
- (27) Responsible for terminal pay calculation, records, and payouts.
- (28) Daily contact for payroll questions for staff, supervisors, grant contacts, and public.
- (29) Oversees leave records.
- (30) Oversees deductions/contributions payment and records.
- (31) Oversees all periodic reports for insurance, retirements, contributions, and deductions.
- (32) Oversees payroll/personnel file upkeep.
- (33) Receives new employees and introduces them to insurance procedures and other deductions and procedures including travel reimbursement and TDE forms.
- (34) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

Revised 5/2/2003